



Moorhead Memo

February 28, 2005

Editor: Larry L. Ridgway

BUILDING SECURITY

By Garret Hansen

Federal Protective Service

Investigator

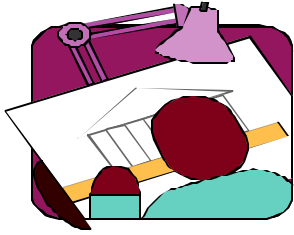
GSA Regional Security MEGACENTER 1-800-525-5726

On February 10, 2005 a Navy Chief Petty Officer was assaulted in his office by a civilian employee of the navy. The Navy Chief sustained injuries and was taken to the hospital for treatment and observation. The civilian employee was arrested by Department of Homeland Security Investigators Garret Hansen & Dan Campeau. He was arraigned before a federal district court magistrate and will stand trial for the assault.

This incident makes us aware of the need to be familiar with a security telephone number. During their investigation, Inspectors Campeau & Hansen were told that no one in the Navy Office knew how to contact security. As a result, help was delayed while a member of the Navy ran from the seventh floor to our security office on the first floor to get help.

When the need for security arises, you should call the Department of Homeland Security Federal Protective Service mega-center at **1-800-525-5726**. This number should be posted by all telephones in the federal building. When you call this number, the operator will be in immediate radio contact with a security officer in the first floor security office.

If you have any question or security concerns you may call Inspector Garret Hansen at 412-395-6342, or stop by his office located in room 308 of the Moorhead Federal Building.



Moorhead Modernization Update

Gina M. Waring

Approaching the Start of Phase 2 in the Moorhead Modernization Project

We are excited to report that we are putting the finishing touches on Phase 1 of the Moorhead Modernization project! Furniture, telephone and data lines are being installed in preparation for the Corps of Engineers move to floors 21 and 22. We are also working to complete corridor and lobby finishes on these floors. The Corps of Engineers will conclude their move to the news space by the end of March. We will then begin Phase 2 construction which will include floors 19 and 20 and last through the end of October 2005.

Phase 2 will be a very busy time at Moorhead—many of our tenant agencies in Moorhead will be moving during this phase of the project. GSA and URS, our move coordinator, held a move coordination meeting with Moorhead tenant agency representatives on February 8 to discuss scheduling, agency responsibilities related to upcoming moves, and moving instructions.

We invite you to visit www.gsa-projects.com where you can access our Moorhead project web page. There you will find the presentation from the February 8 move coordination meeting, points of contact for move-related services, and detailed moving and packing instructions. As a rule of thumb, orders for new furniture should be placed at least six months prior to an agency move. As a reminder, tenant agencies involved in an upcoming move are responsible for:

- assigning a move coordination representative with decision making authority
- planning, procurement, delivery and installation of any new furniture, fixtures and equipment
- packing and tagging boxes, furniture and equipment
- contracting and coordinating with specialty contractors
- vacating existing space on schedule

Moves and space renovations often require the sharing of Sensitive But Unclassified building information among federal agencies and with commercial contractors. GSA requires federal agencies and commercial contractors to exercise reasonable care when handling documents related to Sensitive But Unclassified building information, and to sign a release agreeing to do so. Please ensure that a Sensitive But Unclassified release form is signed before releasing Sensitive But Unclassified Moorhead building information to another agency or commercial contractors. For your convenience, you can find a downloadable version of this release form on www.gsa-projects.com by visiting the Attachments section of our Moorhead project page. Signed forms should be forwarded to GSA's Shannon Keeley at shannon.keeley@gsa.gov.

Concurrent with Phase 1 construction, we have made much progress on the design of Phases 4 and 5, floors B2-11. The design of Phases 4 and 5 is scheduled to be completed this month. We thank all those involved for their continued cooperation throughout the design review process.

We are grateful for the continued cooperation of our tenants as we work toward modernizing the Moorhead Federal Building. Should you have any questions or concerns, please feel free to contact GSA Project Manager Mike Ryer at 215-446-4604 or mike.ryer@gsa.gov.



WILLIAM S. MOORHEAD FEDERAL BUILDING Building Modernization

THE PROJECT

Built in 1964, the William S. Moorhead Federal Building is home to 47 federal agencies and more than 2,500 occupants. The U.S. General Services Administration has awarded a \$53.8 million contract to Burchick Construction Company Inc. of Pittsburgh for the modernization of the facility. The modernization will include:

- Overhaul of the Heating, Ventilating, and Air Conditioning Systems
- Upgrade of the electrical system
- Upgrade of the fire alarm system
- Renovation of the restrooms including plumbing and handicapped accessibility
- Asbestos Abatement
- Space Renovations to offices throughout the facility

PROJECT SCHEDULE:

<u>Construction Phase</u>	<u>Start</u>	<u>Completion</u>
Phase 1: Floors 21-25	April 2004	January 2005
Phase 2: Floors 19-20	February 2005	September 2005
Phase 3: Floors 12-18	October 2005	October 2006
Phase 4: Floors B2-6	November 2006	September 2007
Phase 5: Floors 7-11	October 2007	August 2008

Visit our website at www.gsa-projects.com for updates on our progress

We're Modernizing This Facility to Better Serve our Tenants and Visitors





THE VIEW FROM MY WINDOW

By Rick Murphy

RIGHT ON SCHEDULE

The major renovation project underway in the Moorhead Federal Building is moving along as expected. Phase 1, was completed on February 25, 2005. That means the top three floors and the two penthouses on the 24th and 25th floors are substantially renovated. After March 1, 2005, take an elevator ride up to the 21st or 22nd floor and look at hallways and restrooms. I am sure you will like what you see. Because this is the new home of the US Army Corps of Engineers, they will be moving into this space during the first few weeks of March. Therefore, you should not enter the office areas without their permission.

A short time after the Corps moves off the 19th & 20th floors, construction will begin on Phase Two of the project. Phase II, the smallest of the five phases, is due to be completed by November of this year. In addition during the second phase of work, you will be seeing work in other areas of the building for tenant swing space. In order to keep the project moving as planned, the swing space must be completed so that the tenants who will occupy that space can move in July & August of this year. All of this construction enables Phase Three of the project to start as planned in November of 2005.

Before you know it, the construction will be completed and we will all be in a newly renovated Moorhead federal Building.



MOVING ON

I am sure that everyone has heard that the Moorhead Building will be losing a few more tenants in the near future.

The Secret Service, Drug Enforcement Administration (DEA), Occupational Safety and the Health Administration (OSHA), and the National Labor Relation Board (NLRB) will be moving to new locations in the Pittsburgh area by the end of summer 2005. This is necessary so that Phase 3 of the major renovation project of the Moorhead can move forward. DEA & Secret Service will not be returning to the Moorhead Federal Building, and their new space will be constructed to meet the new federal law enforcement design guide.

NLRB and OSHA will be returning to their newly renovated office at the end of Phase 3.

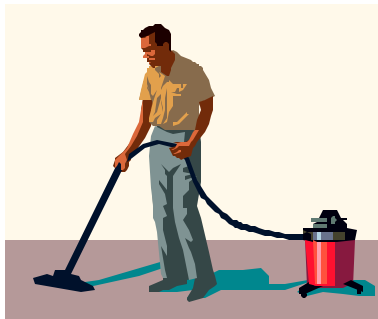


Snack stand gets a new manager

On February 11, 2005, Brian Weber and his dog, Alaska, ended nearly four year tenure as the snack stand operator in the Moorhead Federal Building. Brian has accepted a new position operating the vending machines along Interstate 79 in the Grove City area. We would like to thank Brain and Alaska for their service to the tenants of the Moorhead Building and wish him good luck in this new position

At the same time, we would like to welcome Chris Martin, who is taking over the shop from Brian. Chris comes to us from Johnstown, PA where he worked in a restaurant. He is looking forward to a long association with the tenants of the Moorhead Building.

Left to right: Brian Weber, Alaska & Chris Martin



Change in the Cleaning Schedule

With the announced changes in the public transportation schedules and the related travel problems these changes create for those who work in town after the normal business day, GSA has agreed to a request from Goodwill Industries to change the cleaning schedules in the Moorhead Federal Building. Beginning March 1, 2005, the second shift cleaning personnel will begin their shift at 3:00PM and end that shift at 9:30 PM. This change should not have any real effect on the tenants of the building, but you may see the night crew begin to clean restrooms and other public areas a little earlier in the day.





Electronic Sign board in the cafeteria

The electronic sign located in the cafeteria board has been in place for about five years. Unfortunately, it only displayed the date and time, so we really were not making good use of the message board. Recently, we received training and an updated version of the computer software program for the message board and we are now able to make better use of it. If your agency has a notice that you would like to be broadcast on the message board in the cafeteria, we will be happy to include it for you. The only restriction is that the message must be for a purely federal function. To have a message placed on the board, e-mail your message to me at rick.murphy@gsa.gov. Keep the message as brief as you can, and make sure we get the message by noon on Fridays as we update the message board on Monday morning each week.

Do not forget, I am always seeking your input on how to make the Moorhead Building a better place to work. If you have an idea or concern just call me at (412) 395-4823.



Mechanical Operation To Remain In-House

Steve Miller

Field Office Manager

The Federal Activities Inventory Reform Act of 1998 (FAIR Act) is a law that directs Federal agencies each year to compile and submit to the Office of the Management and Budget (OMB) an inventory of all commercial activities performed by their in-house Federal employees and the number of full-time employees or equivalent (FTE) required to perform them. Like all federal agencies, GSA is reviewing current methods of performing commercial activities in various areas of our agency to determine if they could be performed differently within GSA or by the private sector to yield a better value for our customer agencies and the American taxpayer.

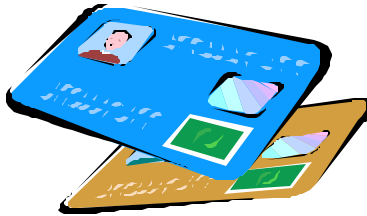
The mechanical operation for this building and the Post Office-Courthouse Building across the street recently went through a streamline cost comparison study. The entire operation was compared to a similar operation performed in the private sector. The comparison study lasted 135

days, and it included an enormous amount of information and data collection, as well as a newly developed mechanical staffing plan called an MEO (most efficient organization). The MEO was then used as the government's offer for competition against the private sector. After the study was completed, an announcement was made that the mechanical work currently being accomplished by government employees offered the best value to the taxpayers. In other words, the guys in the green shirts, armed with their new MEO, get to keep their jobs. Please join me in congratulating them. The last four months have been very stressful for them while this whole process was taking place.



Left to Right Back Row: Chuck Short, Ed Praskovich, Rufus Hewlett, Richard Schanck, Bob Glass, Steve Mastandrea, Ken Kennedy, Greg Szejna. Center Row: Ed Sheetz, Ron Kuchenbrod, Ed Wojdyla, Bruce Swauger. Second Row: Ed Boyle, George Sievern, Joe Tipping. Front: Sam McNeilly. Missing: dan McGovern & Ron Litke





Credit Cards at the Federal Servery & POCH Café

We are happy to announce that we have installed swipe and go credit cards at the Federal Servery and the POCH café. Master Card, Visa, American Express, Discovery and Dinners Club cards will be accepted. Debit cards with a MC or Visa logo will also be accepted. Please stop on by and give them a try.

HUNGRY

Visit the Federal Servery

Located on the 2nd floor Moorhead

Federal Bldg

**Stop by and try some of our new item's that are consistent with a
Low Carb Diet!**

New Lower Carb Deli Bread

No Carb Blueberry Arizona Tea

And New "Your Health Your Way" Menu Items!

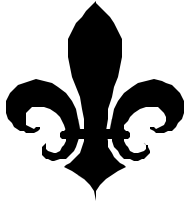
See our Menus @

www.Pittsburgh.feb.gov

Would you like the menu e-mailed to your office or home? Please send us a note at:

gsa-pittsburgh-foodpa@sodexhoUSA.com

Or call: 412-261-3660 Voice 412-261-2049 Fax



SCOUTING FOR FOOD BEGINS APRIL 1, 2005

GSA in conjunction with the Greater Pittsburgh Council of the Boys Scouts of America will sponsor the annual Scouting For Food Drive in the Federal Building. The drive will begin April 1 2005 and continue to April 30, 2005. Collection boxes will be placed in the building lobby during this drive. Please be as generous as your means allow. Make a difference and stop hunger

Free Space Available!

Are you a representative of a Federal agency in Pittsburgh?

Do you have an event or program that you would like to bring to the attention of the Federal community? Perhaps GSA can help by publishing your item in the Moorhead Memo! Please contact Larry Ridgway with GSA at (412) 395-4300 for further information.

SERVICE CALLS ? ? ?

Call GSA @ (412) 395-4300